

## Human Services Job Descriptions 2005

**Career Cluster Definition: Human Services** - Prepare individuals for employment in occupations that relate to families and human needs.

### **BUS MONITOR**

Grayson County Public Schools has an immediate opening for **Bus Monitor**.  
Job Duties: Assist school bus driver in student loading, unloading and seating students; understand and relate to children with special needs; work cooperatively with others; maintain routine records and documentation. Send resume and cover letter to:

Ms. Gay Skaggs  
Director of Special Education  
Grayson County Schools  
909 Brandenburg Road  
PO Box 4009  
Leitchfield, KY 42754  
[www.grayson.k12.ky.us](http://www.grayson.k12.ky.us)

### **CAMP COUNSELOR**

Bowling Green Parks and Recreation is now hiring the BEST people for the BEST place to work. Part-time positions available for a **Camp Counselor** to work with physically and mentally challenged children in the summer camp program. Job duties include taking a small group of children through their daily activities (field trips, events, structured activities, etc.). Qualified applicant must show initiative, be goal oriented, dependable, self-motivated and willing to be part of a team. High school diploma required. Send resume to:

Bowling Green Parks and Recreation  
Attention: Brent Belcher  
225 Third Avenue  
Bowling Green, KY 42101  
[www.bgky.org](http://www.bgky.org)

### **CUSTODIAN**

**Custodian position** available with LaRue County School District, evening shift. Interested individuals should have a high school diploma or GED or have a willingness to enroll in the GED program and make satisfactory progress toward receiving the GED. Desirable qualifications: Ability to work independently and have good physical stamina, clean well, be dependable, courteous and neat. When applying, bring personal identification card and complete names and addresses of four references. Criminal record check required. Hourly pay rate is \$8.00. Send a separate letter of interest for position, current resume and names and addresses of four (4) references to:

Ms. Camille Turner  
Director of Special Education  
LaRue County Schools  
208 College Street  
Hodgenville, KY 42748  
[www.larue.k12.ky.us](http://www.larue.k12.ky.us)

## HOUSEKEEPER

**Housekeeper, Hospital** – Major area hospital is seeking Housekeepers to work first and second shifts. Duties include: Cleaning hospital patient rooms, baths, offices and halls; washing patient beds and mattresses, replenishing linens. Desirable skills: be dependable, honest and neat and possess good physical stamina. High school diploma or equivalent required. Send cover letter and resume to:

Ms. Pat McKown  
Program Coordinator  
Commission for Children with Special Health Care Needs  
PO Box 1823  
Owensboro, KY 42302-1823  
<http://chs.ky.gov/commissionkids/>

## MANAGER

**Restaurant Manager, First Assistant** – work while receiving assistance with your post-secondary education through McDonald's Corporation. Duties include: maintaining crew training, managing opening and closing shifts with supervision, working to improve customer satisfaction. Successful applicant will possess excellent communication skills, show good judgment, establish and maintain effective personal relationships. Send resume and cover letter to:

Connie Jordan, Store Manager  
McDonald's Corporation  
P.O. Box 129  
Hartford, KY 42347  
[www.mcdonalds.com](http://www.mcdonalds.com)

## CHILD CARE

Children's Services has an immediate opening for a **Child Care Worker**, \$5.50 per hour minimum. Must be a high school graduate. Six positions are available. Applicants must have transportation. Work schedule varies according to need between 2:00 pm and 9:30 pm Monday through Thursday and 2:00 pm to 5:30 pm on Friday. Duties: Responsible for safety and supervision of children and

providing developmentally appropriate activities. Required Skills: Dependability and patience, encouragement and support of the children and maintaining discipline. Experience preferred, but not required. Send resume to:

Trish Jones  
Human resources Assistant  
Community Action of Southern Kentucky  
PO Box 90014  
Bowling Green, KY 42101  
[www.casoky.org](http://www.casoky.org)

Below are a few websites that may assist you in preparing for your interview.  
National Association for the Education of Young Children <http://www.naeyc.org/>  
Child Care Bureau <http://acf.hhs.gov/programs/ccb/>  
Kentucky Child Care Regulations <http://chs.state.ky.us/oig/childcare/kar.htm>